Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 11066
Richmond, Virginia 23230-1066
(804) 367-8526
www.dpor.virginia.gov



Real Estate Board

BRANCH OFFICE LICENSE APPLICATION Fee \$190.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, *or* a completed credit card insert must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

| 1. | Firm Name | |
|-------------|---|----------------------|
| 2. | Trade (or Fictitious) Name | |
| 3. | Firm's Street Address (PO Box <u>not</u> accepted) | |
| | City, State, Zip Code | |
| 4. | Firm's Telephone & Facsimile Numbers () - () - Telephone Facsimile | |
| 5. | Firm's (10-digit) Virginia Real Estate License Number 0226- | |
| 6. | Firm's Principal Broker | |
| | First Middle Last | Gen (SR, JR, III) |
| 7. | Principal Broker's (10-digit) Virginia Real Estate License Number 0225 - | (314, 314, 111) |
| 8. | Branch Office Street Address | |
| | City, State, Zip Code | |
| 9. | Branch Telephone & Facsimile Numbers () - () - Telephone Facsimile | |
| 10. | Branch Supervising Broker | |
| | First Middle Last | Gen (SR, JR, III) |
| 11. | Supervising Broker's (10-digit) Virginia Real Estate License Number 0225- | (511, 511, 1) |
| 12. | Has your supervising broker ever been subject to a disciplinary action imposed by any (including Virginia) or national regulatory body? No Yes If yes, please provide a certified copy of the final order, decree or case decision by a court of agency with lawful authority to issue such order, decree or case decision. | |
| FFICE SE | | ISSUE DATE |
| SE NLY | 0226 | |

| 13.A. | las your supervising broker ever been convicted or found guilty, regardless of the manner of adjudication, in any prisdiction of the United States of a misdemeanor involving moral turpitude, sexual offense, drug distribution or hysical injury within the past five years there being no appeal pending therefrom or the time for appeal having lapsed? Any plea of nolo contendere shall be considered a conviction. No Yes If yes, list the misdemeanor conviction(s). Attach the original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper. |
|-------|--|
| 13.B. | las your supervising broker ever been convicted or found guilty, regardless of the manner of adjudication, in any urisdiction of the United States of any felony there being no appeal pending therefrom or the time for appeal having lapsed? Any plea of nolo contendere shall be considered a conviction. No Yes If yes, list the felony conviction(s). Attach the original criminal history record and any other information |
| | you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper. |
| | See page 3 of this application for information on how to obtain the required police and court records. |
| 14. | las your supervising broker ever violated the fair housing laws of any jurisdiction? No |
| | Yes If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement. |
| 15. | the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any |
| | information that might affect the Board's decision to approve this application. I will notify the Department if the upervising broker is subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or air housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and ave complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 1 of the Code of Virginia and the Virginia Real Estate Board Regulations. |
| | Principal Broker's Signature Date |

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

Instruction on Obtaining Court and Criminal History Records

Certified copies of court records may be obtained by writing to the Clerk of Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board which requires an additional two to three months of processing and review time.